

**MINUTES OF POLICE AND FIRE COMMISSION
MEETING OF SEPTEMBER 17, 2020**

4:00 p.m.

City Council Chambers (203 South Farwell St)

MEMBERS PRESENT: Daniel Kincaid, Disa Wahlstrand, Stephanie Finn, Selika Ducksworth-Lawton, Kimberly Cronk

STAFF PRESENT: Police Chief Matt Rokus
Fire Chief Christian Bell
Human Resources Director Victoria Seltun
Deputy Fire Chief Matt Jaggar

The Commission convened in open session at 4:02 p.m. Meeting was called to order by President Daniel Kincaid.

Chief Rokus provided a personnel update. The two newest hires, Tre Johnson and Brian Leach, will be graduating from the CVTC Police Academy on October 15th and will then start the thirteen weeks of field training. There has been one retirement and one resignation from the department since the last regularly-scheduled meeting. The Police Department currently has 8 vacancies which include one Sergeant and seven Police Officers. The Police Department has scheduled Chief Staff interviews with candidates from the current eligibility list for October 8th. The Chief intends to fill the Sergeant position before the current promotional list expires in March 2021, but is hoping to fill some of the other vacancies before promoting an Officer.

Commissioner Selika Ducksworth-Lawton joined the meeting at 4:04 p.m.

Chief Rokus also provided an operational update. The Police Department has settled into a routine in regards to COVID-19 and things are going well. The Department released a progress report to the public on September 11th in regards to transparency in the department, community engagement, the four pillars of Eau Claire Policing, the Transformation Project and policy updates. Chief Rokus indicated that community support has been good. Discussion was held regarding this update.

Chief Bell provided a personnel update. With the recent retirement of Engineer Kevin McClellan, the Fire Department currently has 6 vacancies and anticipates one additional vacancy by the end of 2020 due to a potential retirement. The Department still has the limited-term employees on reserve, but has not had a need to bring them in at this time. Firefighter interviews will take place with the Police & Fire Commission on October 29th. The Department anticipates hiring to fill the vacancies at the beginning of 2021.

Chief Bell recommended Firefighter Steven Patten for promotion to Fire Engineer. Discussion was held. Commissioner Ducksworth-Lawton made a motion, seconded by Commissioner Wahlstrand, and passed unanimously, to approve the promotion of Firefighter Steve Patten to Fire Engineer, effective September 18th, 2020.

Chief Bell also provided an operational update. The Fire Department is currently working with the Finance Department to finalize the Department's budget. The Department has been required to make changes due to COVID-19 including how they present Fire Safety Presentations in the schools, which they are now doing in video format. The Department will be picking up a new ladder truck in October or early November and hope to receive another ladder truck next year through the Capital Improvement Plan process with the City. EMS Service for the town of Wheaton will start on January 1, 2021.

Commissioners present signed annual Conflict of Interest Statements.

Police & Fire Commission Manual updates were distributed so that Commissioners can update their manuals. The updates included a cover page, table of contents, and three articles with previously approved updates.

The Commission discussed the potential public outreach regarding the statutory powers, duties, and responsibilities of a Police & Fire Commission. Human Resources will work on wording and information gathering to bring forward to the Commission at the next meeting.

At 4:56 p.m., motion was made by Commissioner Wahlstrand, seconded by Commissioner Finn, and passed by unanimous roll call vote to go into closed session to conduct the informal performance review of the Fire Chief, Chris Bell.

Chief Rokus and Deputy Chief Matt Jaggar left the meeting at 4:56 p.m.

At 5:37 p.m., motion was made by Commissioner Ducksworth-Lawton, seconded by Commissioner Cronk, and passed unanimously to move into open session.

President Kincaid asked if there are any future agenda items. Chief Bell mentioned the Fire Department's plans to conduct a Badge Ceremony next spring. Potential implicit bias training for EMTs was also discussed.

Motion was made by Commissioner Wahlstrand to adjourn the meeting, seconded by Commissioner Finn, and the meeting adjourned at 5:41 p.m.

The next regularly-scheduled Police and Fire Commission meeting is November 19, 2020.

Minutes recorded by Kelly Shea, Police and Fire Commission Secretary.